



RIDOT POLICY

DATE: January 6, 2004

REFERENCE: Flextime Program

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Policy Statement:

The Department of Transportation encourages and supports the concept and practice of flexible work schedules (Flextime) for its employees. A Flextime program, when balanced with the public's needs, allows employees flexibility in managing their work and home life, promotes employee well being, improves the personal quality of life, enhances productivity and accountability, can extend public service hours, and demonstrates our leadership in traffic mitigation. While the public's needs must always take priority, creative approaches should be considered by managers, when appropriate, to implement flexible work schedules, which enrich the workplace environment for employees.

Background:

Within the Department, many Sections have some form of individual flexible work schedules already in place. The re-issuance of this policy will provide uniform guidance to employees and managers.

Guidelines:

These guidelines provide direction for the use of flexible work schedules in established office settings:

1. Provisions of the State Personnel Rules and the various collective bargaining agreements must be considered when planning or implementing a program of flexible work schedules.
2. Definition of Normal Business Hours and Flexible Work Schedules:
 - A. Normal Hours of Business: The RIDOT Headquarters Building at Two Capitol Hill, is officially open for services to the general public 8:30 a.m. to 4:00 p.m. Monday through Friday.
 - B. Flexible Work Schedule: Any work schedule, which differs from the "Normal Hours of Business" and which falls between the hours of 7 a.m. and 5 p.m. Examples include but are not limited to:
 1. Earlier or later starting and ending times.
 2. Extended non-paid meal breaks.

Protocols For Establishing Flexible Work Schedules:

Division Administrators and their Section Chiefs are responsible for the proper and efficient conduct of their programs.

Supervisors will assess each employee request on a case-by-case basis, and will consider the following factors:

- a. An employee wishing to participate should provide to his or her supervisor a request, in writing in the format prescribed, to establish or modify a flexible workday schedule.
- b. The arrangement must support the Department's goals, including cost effectiveness, excellent public service, high productivity, and equitable work distribution among colleagues. Flex schedules which generate overtime or shift differential costs will not be approved.
- c. Appropriate performance standards and measures, means of supervision, communication, and systems for accountability must be feasible and practical.
- d. Appropriate materials, resources, and supervision must be available during these non-traditional (early or late day) work hours.
- e. An employee's overall past work performance should be a good indicator that such arrangements will be successful. Employees with a history of attendance problems (absenteeism or tardiness) will not be eligible to participate.
- f. Specific arrangements should be written and signed by the employee, the employee's supervisor, and other relevant administrators as appropriate. A copy must be placed on file with the Human Resources Payroll Office.
- g. The denial of a flexible work arrangement request shall be based upon employee performance and/or the operational needs of the unit, and the rationale should be communicated to the employee. Following appropriate notice to the employee, the Division Administrator/Section Chief may cancel the approval based on a change in one of the above protocols.

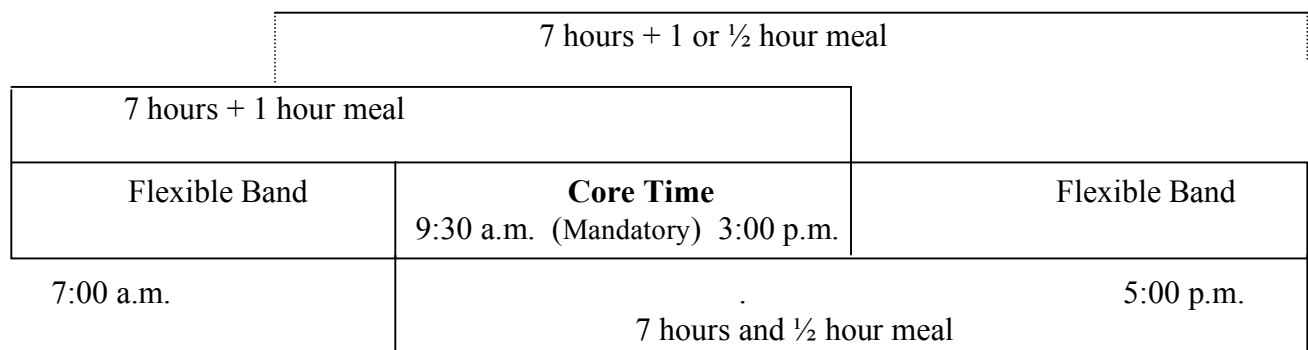
Protocols For Existing Flexible Work Schedules:

- a. Flexible work schedules should be evaluated and modified as appropriate on a regular basis, i.e., annually or as needed. Each approved schedule shall be dated and be appropriately documented in the official record.
- b. Flexible work schedules can be discontinued by either party with an appropriate notice unless an immediate and unanticipated operational need supports the suspension of the flexible work arrangement by the employer.

- c. The dissolution of a flexible work schedule by the Division Administrator/Section Chief shall be based upon employee performance, including satisfactory attendance, and/or the overriding operational needs of the unit, and the rationale shall be communicated to the employee in writing.

Procedures:

The Basic Model: The following diagram illustrates the flexible bands and core time, which have been established on a seven (7) hour day with either a 1 or ½ hour unpaid meal period.



1. Core Time: All employees must be at work between the hours of 9:30 a.m. and 3:00 p.m.
2. Flexible Time: Subject to the needs of the office, each employee may select a specific starting time(s) between 7:00 a.m. and 9:30 a.m. on a half (1/2) hour basis. Starting times might/could vary for each day of the week. Depending upon the starting time selected, employees will end their scheduled workday, not to exceed 5:00 p.m.

In view of the need to maintain “core office hours,” employees are required in accordance with protocols to establish a daily schedule with their immediate supervisor.

3. Meal Hours: That portion of the day during which employees will take an unpaid meal period. One of the two listed below must be officially chosen, documented and incorporated in the approved flextime schedule:
 - A. A one (1) hour meal break taken between the period 11:30 a.m. to 1:30 p.m.
 - B. A one-half (½) hour meal break, which may be taken between 11:30 a.m. to 1:30 p.m.

Breaks of 15 minutes duration may be taken at any time during the morning or afternoon. Non-utilization of a daily break period does not allow an employee the election to leave 15 minutes early or come in 15 minutes late.

Time Accounting:

1. It is the responsibility of the Section Supervisor to ensure that his/her section is properly staffed.
2. No time will be credited for work outside of the employee's work schedule, unless authorized in advance by the supervisor.
3. Employees will be responsible for calling their immediate supervisor or designee within 30 minutes after the start of their workday for any absence due to illness (sick leave) or any other extenuating circumstances. (Voicemail messages are not acceptable.)
4. Any abuse, as defined by the Department Director, of the flextime program, including lack of cooperation with their Division Chief, Section Supervisors and fellow employees, may result in return to the traditional 8:30 a.m. to 4:00 p.m. work schedule. Recurring tardiness or unauthorized absences may also result in disciplinary action according to standard procedures.

Recordkeeping:

Supervisors have the option of using any or all of the following methods of time recording:

- a. Daily log sheet held and signed by employee.
- b. Sign-in, sign-out sheet held at one Section location.
- c. Signed bi-weekly time sheet.

Monitoring:

Supervisors are responsible for monitoring time and attendance, and properly certifying reports at the end of each pay period. The Payroll Office will use these in preparing the Department of Administration's Bi-Weekly Time and Attendance Report.

Tardiness:

Under a Flextime Program, an employee is counted tardy if he or she begins work after the start of their pre-established tour of duty. No time will be credited outside of an established schedule unless authorization is secured in advance.

Overtime:

Overtime will be authorized and reported in the same manner that it is now recorded.

Use of Annual, Personal and Sick Leave:

A Flextime Program in no way affects an employee's right to request annual, personal or sick leave. Further, the Supervisor retains the authority to approve all requests to use leave in advance. A Flextime Program offers the employee an option to modify his or her normal workday within a time band to accommodate individual personal or business needs. An employee must request, in advance, all annual, personal, leave without pay or sick leave as appropriate.

Adverse Weather:

In the event of adverse weather, which requires the closing of State Offices, employees on Flextime will leave at the closing hour or at the Flextime hour, whichever comes first. The fact that an employee on “early” hours may work more hours than an employee on “late” hours is irrelevant. The reverse is true if the weather officially prevents “early” employees from entering buildings at their designated time. Employees will begin and end their workdays as established by their Flextime schedule. Weather conditions may cause an exceptional delay either opening the buildings or early closing of the buildings, by official announcement, not as desired by employees.

Management:

The authority and responsibility to ensure that work is being performed in an efficient, effective and economical manner is fully retained by Divisional Management. This Department is an agency with diverse work environments, many of which require specific staffing patterns to function effectively. This means that some employees will be unable to participate in a Flextime Program due to overriding operational reasons.

In the event that a staff member is needed to be present at a meeting or for some other unforeseen operational reason, his or her Flextime schedule may be cancelled for that day only, with prior notification by his or her supervisor. Time required beyond an employee’s Flextime schedule will normally be made up by adjusting the employee’s schedule during the remainder of the pay period.

Section Supervisors have an increased responsibility under the Flextime system. They are responsible for monitoring the people under their supervision for conformance with their chosen times. Additionally, they must assure that their specific Section is covered during the traditional workday, i.e., 8:30 a.m. to 4:00 p.m.

Supervisors have the authority to restrict a person’s elected work schedule to assure proper coverage as deemed necessary. Flextime schedules may be suspended or cancelled if they interfere with work related activities, which require specific staff presence. In the absence of the normal Supervisor, any other Divisional Supervisor has the authority and responsibility to monitor employee conformance to their established schedule.

The Deputy Director and Human Resources Administrator have been delegated the responsibility to oversee and monitor the administration of this program.

The success of this flexible work program lies in it being mutually beneficial for RIDOT and employees, established, satisfactorily maintained and effective on an individual basis.